



# MOORE COUNTY GOVERNMENT



## Position Vacancy Announcement

### ENGINEERING PROJECT TECHNICIAN – PUBLIC WORKS

***This Position is Part Time with NO Benefits***

**Vacancy Number**  
16-1057

**Hiring Range**  
\$16.42 – \$18.56

**Opening Date**  
April 22, 2016

**Closing Date**  
OPEN UNTIL FILLED

**Submit your completed  
County of Moore  
Application To:**  
Moore County  
Human Resources  
P.O. Box 905  
Carthage, NC 28327  
Phone: (910) 947-6362  
Fax: (910) 947-2792  
[www.moorecountync.gov](http://www.moorecountync.gov)

**Resumes are optional.  
Incomplete, unsigned, or  
any application other than  
a County of Moore  
application will not be  
forwarded to the hiring  
authority.**

**Applications received after  
the closeout date and time  
indicated will not be  
eligible for consideration.**

**Moore County Human  
Resources Office is not  
responsible for failure to  
receive faxed applications.**

**Please take a moment to  
ensure your transmission  
was received.**

#### **ESSENTIAL JOB DUTIES**

This position inspects new water and sewer lines during construction; tests new water and sewer lines and manholes. Tracks new projects to ensure proper county procedures are followed, all engineering fees are paid, and to ensure all state and local procedures are followed. Takes measurements of fittings, services, etc., for "as built" drawings. Generates state applications for new county projects; applies for local permits. Gathers and reviews data for consulting engineers for GIS projects and to track progress. Researches the availability of water and sewer for developers and home owners. Organizes and maintains drawing file. Designs and generates cost estimates for in-house projects. Ability to generate construction plans on AutoCAD. Ability to perform field surveys using conventional and digital technology. Discusses projects with local planning departments. Obtains easements for new projects. Provides professional services to other County departments that may need information or services.

#### **KNOWLEDGE AND SKILL REQUIREMENTS**

- Ability to evaluate, audit, deduce, and/or assess data using established criteria.
- Ability to operate and control the actions of equipment, machinery, tools, and/or materials requiring complex and rapid adjustments;
- Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information; ability to perform addition, subtraction, multiplication, division and decimals;
- Ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations;
- Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form;
- Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives;
- Ability to establish and maintain effective working relationships with clients, associates, the general public.

#### **EDUCATION AND EXPERIENCE REQUIREMENTS**

- High School diploma or equivalent **and** four (4) years of progressive experience as an Engineering Aide or Technician;
- **OR**, an Associate's Degree in Civil Technology must be proficient in AutoCAD.

#### **LICENSE AND CERTIFICATION REQUIREMENTS**

- Must possess and maintain a valid North Carolina Driver's License.

#### **PHYSICAL REQUIREMENTS**

Tasks require the ability to exert moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (50-75 pounds). Some tasks require the ability to perceive and discriminate visual clues or signals. Some tasks require the ability to communicate orally. Performance essential functions may require exposure to adverse environmental conditions, such as dust, wetness humidity, temperature extremes, machinery, electric currents, traffic hazards, confined spaces, toxic agents, disease, or pathogenic substances.

***The County of Moore is a drug-free workplace and  
Equal Opportunity employer.***

***In compliance with the Immigration Reform and Control Act of 1986, Moore  
County will employ only those individuals who are U.S. citizens or legal aliens  
authorized to maintain employment in the United States.***

***All applicants tentatively selected for this position will be required to submit  
to a pre-employment background check, pre-employment drug test and post  
offer physical.***

***Moore County is An E-Verify Participant***